

North Dakota Department of Insurance

Bulletins

Bulletin 99- 6

TO: All Domestic Insurance Companies

FROM: Glenn Pomeroy, Insurance Commissioner

DATE: November 30, 1999

SUBJECT: Post Year 2000 Reporting Requirements and Performing Data Archives

SCOPE AND APPLICABILITY

This bulletin is to advise you of two new regulatory requirements regarding the year 2000-date change, specifically, post year 2000 reporting requirements and performing back-ups of critical computer files. It applies to all insurance companies, health maintenance organizations, and nonprofit health service corporations domiciled in North Dakota.

POST YEAR 2000 REPORTING REQUIREMENTS

In order to gain an early assessment of the effects of the year 2000-date change on insurance companies domiciled in this state, I, Glenn Pomeroy, Commissioner of Insurance of the State of North Dakota, pursuant to the authority granted by Section(s) NDCC § 26.1-03-19.2 and 19.3, do hereby promulgate the following Y2K reporting requirements covering the period between December 31, 1999, and January 5, 2000, and subsequent periods.

In order to protect the confidential nature of this information, the applicable provisions of NDCC § 26.1-03-19.4 have been invoked. Additionally, the National Association of Insurance Commissioners ("NAIC") will provide the necessary services to facilitate the data collection effort. Reports are to be filed via the Internet in accordance with the following guidelines.

- A completed version of the enclosed survey form shall be filed at the designated location on the NAIC web site address at www.naic.org.
- Completed survey forms shall be filed on the above NAIC web site no later than 8:00 p.m. Eastern Standard Time on or before January 5, 2000, with subsequent updates to be filed on or before February 3 and April 5, 2000. The same survey form should be used for all three filings; please indicate the applicable date with each filing.
- Insurance companies which are members of a holding company with at least one other insurance company, or an insurance group, shall complete the enclosed survey on a group basis or on an individual entity basis.
- Insurance companies, which are *not* members of a holding company or an insurance group, shall complete the survey on an individual entity basis.

The information provided to the NAIC will be quickly analyzed, summarized and made available to this department, and other insurance regulators, to aid in post Y2K review efforts. The information you submit to the NAIC will be kept confidential pursuant to applicable provisions of this state's examination statute and the NAIC Year 2000 Information Sharing and Confidentiality Agreement and released to *only* state insurance regulators. Summary statistics will be developed

and shared with federal and international regulators on the general state of the U.S. insurance industry. Similar type statistics will be used to respond to media inquiries and to provide other media communications.

Performing Data Archives

As a matter of prudent management, many insurance companies have taken steps to ensure that data files critical to the on-going operations are archived before and after December 31, 1999. In the event this issue was not fully considered in your company's Year 2000 contingency plan, I am hereby directing the company to secure data archives of all financial, claims, policy administration, sales and all other critical information beginning immediately and through the first quarter of the year 2000.

If you have any questions regarding these two matters, please contact Charles Johnson at 701-328-4984.